



DEPARTMENT OF THE ARMY
U. S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE
5158 BLACKHAWK ROAD
ABERDEEN PROVING GROUND, MARYLAND 21010-5403

REPLY TO
ATTENTION OF

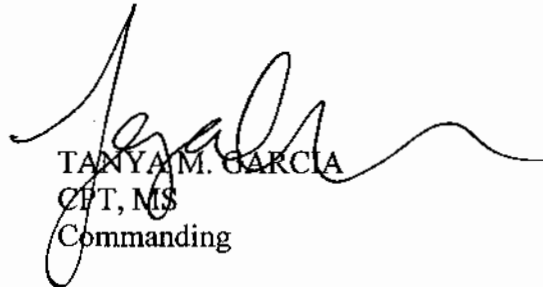
MCHB-CG-HHD

1 April 2004

MEMORANDUM FOR USACHPPM-HHC Personnel

SUBJECT: Request and Authorization for TDY Travel – Policy Memorandum # 15

1. Soldiers attending events that are funded by the Headquarters Company or the Military Training Specific Allotment (MTSA) must submit a request for orders for TDY travel, CHPPM Form 2-R-E, to HHC no later than 30 days prior to the class start date.
2. Upon receipt of the request, HHC will generate a DD Form 1610, authorizing your travel.
3. Failure to follow the guidance set forth in this policy may result in the cancellation of your training.



TANYAM. GARCIA
CPT, MS
Commanding